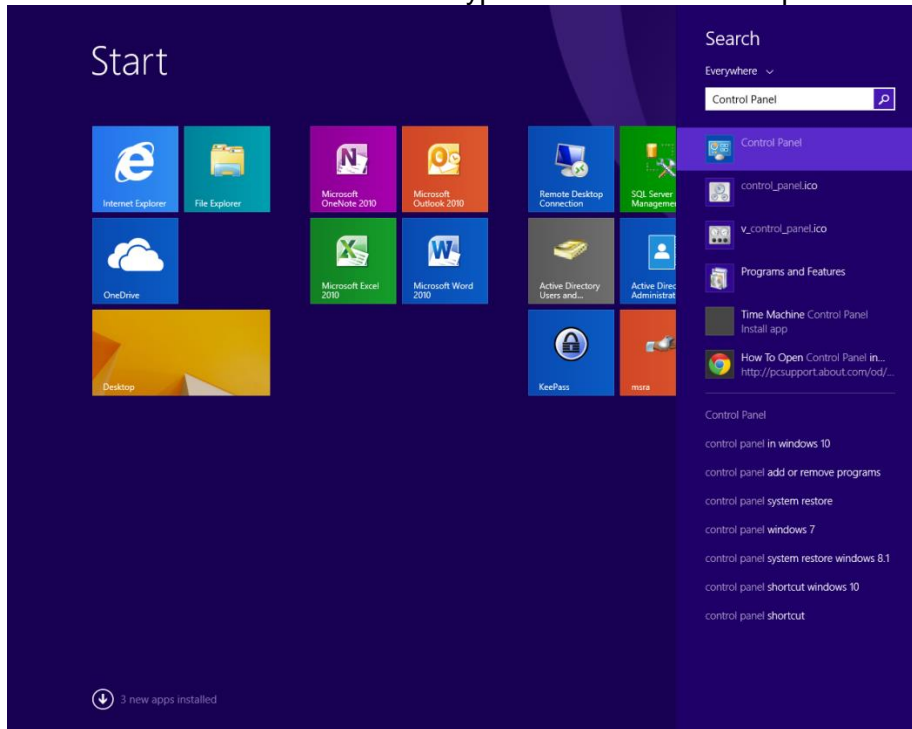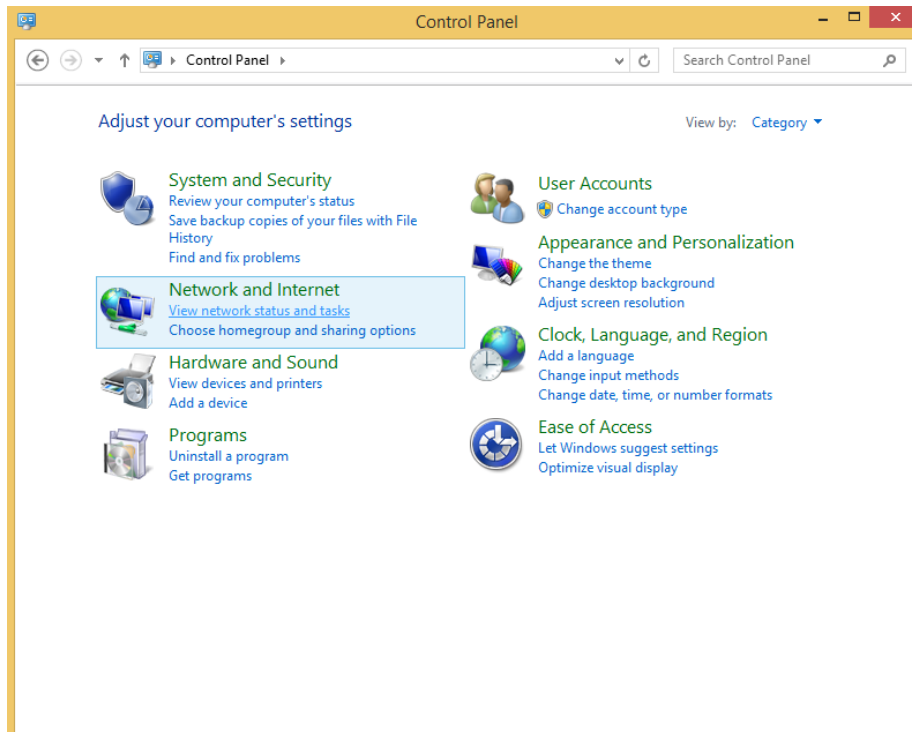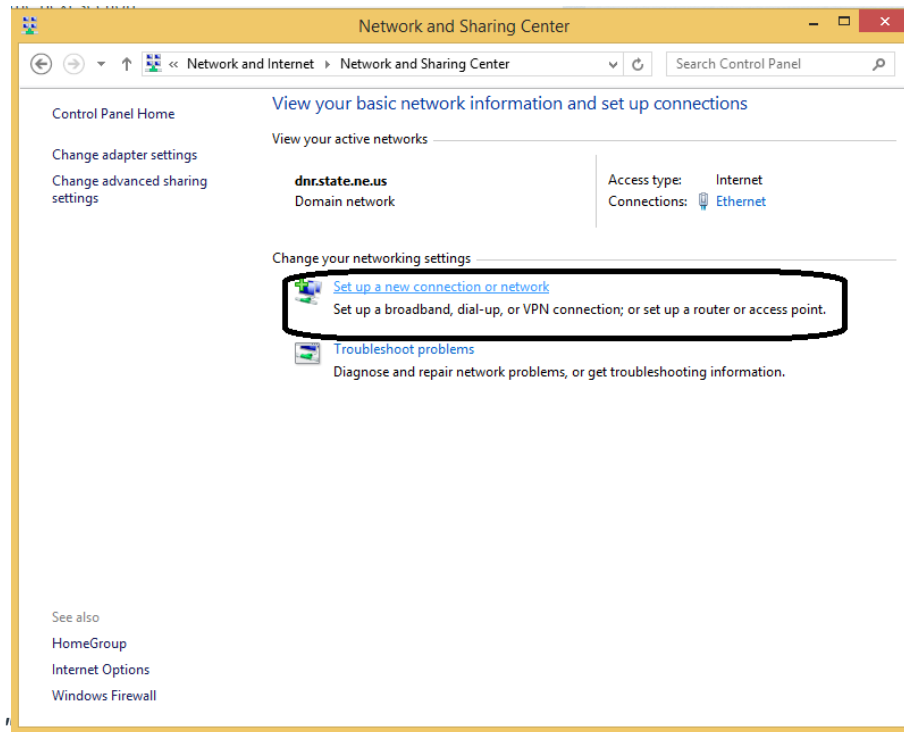# How to setup VPN on windows 8.1

Click **Start** then in the search field type in **Control Panel**. Open Control Panel
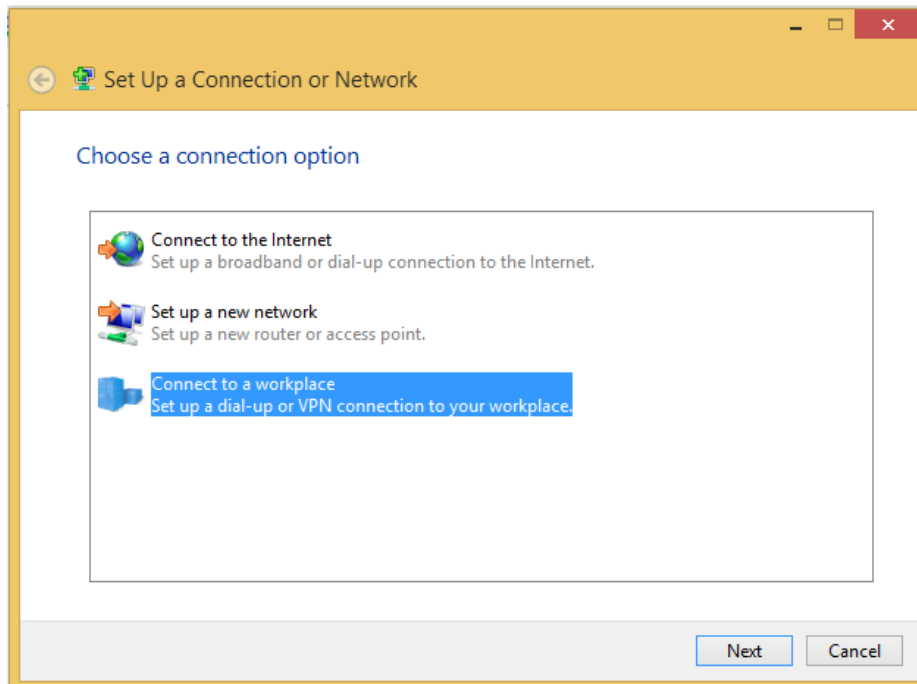

Select **View network status and Task** under Network and internet

Click or tap the **"Set up a new connection or network"** link, in the section named *Change your network settings*

The *Set up a Connection or Network* window is displayed. Here, select *"**Connect to a workplace**"* and click or tap ***Next***.

The *Connect to a Workplace* wizard is shown. You are asked how you want to connect. Obviously, you should click or tap *"**Use my Internet connection (VPN)**"*.
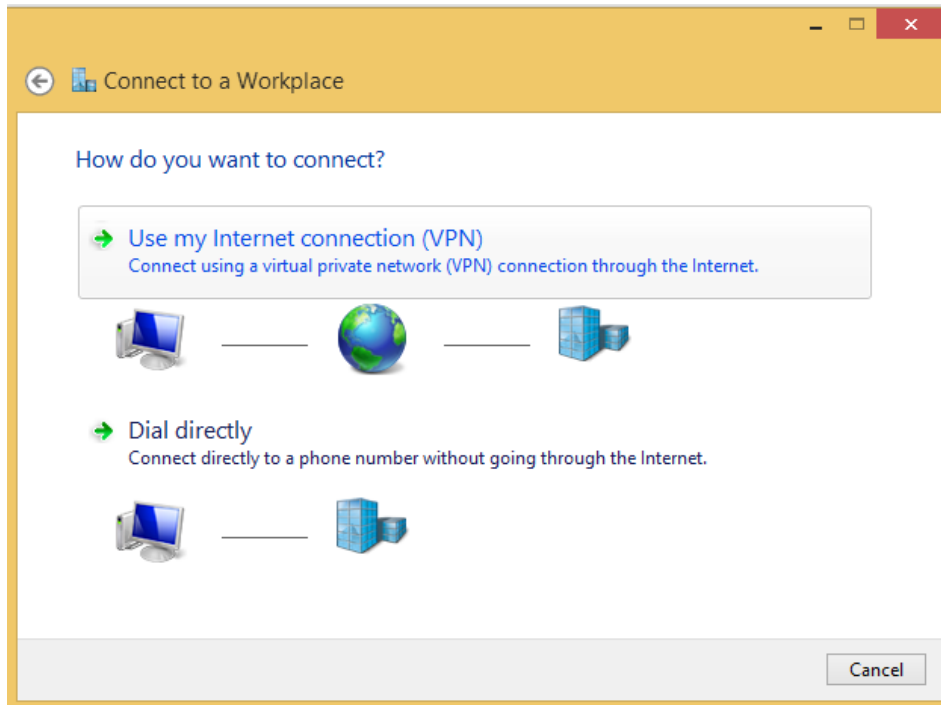
Now you are asked to enter the VPN connection details. Enter **vpn.nebraska.gov**, in the *Internet address* field. Then, type the destination name you want to use.

Next, check or uncheck the appropriate fields below. Since VPN connections are meant to be secure connections, we don't recommend that you check the box which says *"Remember my credentials"*. In case someone that is not authorized to use your computer gains access to it, you will make it really easy for that person to use your VPN connection.

When you are done setting things up, click or tap *Create*.

After a couple of seconds, the VPN connection is created and the *Networks* pane is shown, with the newly added connection visible in the *Connections* section.
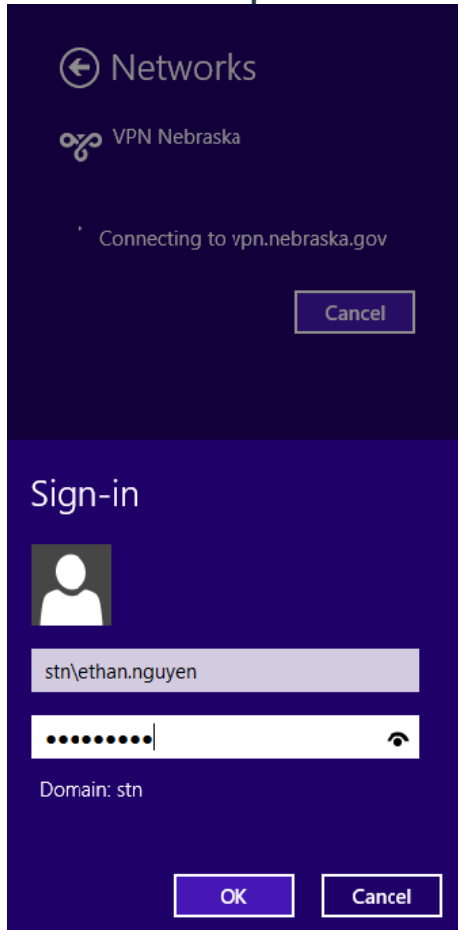
How to Connect to VPN

In the *Connections* section click or tap the VPN connection, then click or tap *Connect*.

You are asked to enter your user account details. Type the username and password for your VPN connection and click or tap *OK*.
User name: stn\firstname.lastname
Password: Email password

NOTE: if you are using Remote Desktop to remote into a specific PC, you should select Redial if line is dropped
VPN Troubleshooting
• Turn off ALL firewalls including Windows and or third party firewalls. If that fixes the problem, create the necessary firewall exemption(s). Turn firewall back on and test until the connection works
• If you have a third party VPN installed, uninstall it
• If the connection uses a router, remove it from the equation. Connect the computer directly to the cable modem for example. Make sure you reboot the modem to release stored IP configuration and start the computer after the modem has been restarted

12/8/2015